

# The Odisha Gazette

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

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No.708, CUTTACK, FRIDAY, MARCH 31, 2023 / CHAITRA 10, 1945

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## PANCHAYATI RAJ & D. W. DEPARTMENT

### NOTIFICATION

The 31st March, 2023

No.7073–PR-PDO-DPC-0003/2019 – In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Rules, Regulations, Orders or instructions; except as respect things done or omitted to be done before such supersession, the Governor of Odisha do hereby make the following rules to regulate the method of recruitment and conditions of service of the persons appointed to the Odisha Panchayati Raj Service, namely:-

### PART I

#### GENERAL

**1. Short title and commencement:-** (1) These rules may be called the Odisha Panchayati Raj Service (Method of Recruitment and Conditions of Service) Rules, 2023.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

**2. Definition:-** (1) In these rules unless the context otherwise requires-

- (a) "Appointing Authority" means Secretary for Group 'A' posts / Director, Panchayati Raj for Group 'B' posts;
- (b) "Commission" means Odisha Public Service Commission or Odisha Staff Selection Commission as the case may be;
- (c) "Committee" means the Departmental Promotion Committee constituted under rule-9;
- (d) "Ex-servicemen" means persons as defined in the Odisha Ex-servicemen (Recruitment to State Civil Services and Posts) Rules, 1985;
- (e) "Government" means the Government of Odisha;
- (f) "Persons with Disabilities" means persons who have been granted with disability certificates by competent authority as per the provisions of the "Persons with

Disabilities (Equal Opportunities, Protection of Right, and Full Participation) Odisha Rules, 2016”;

- (g) “Scheduled Castes and Scheduled Tribes” shall have reference to the Scheduled Castes and Scheduled Tribes specified in the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribe) Order, 1950, as the case may be, made under Article 341 and 342 of the Constitution of India, respectively and as amended from time to time;
- (h) “SEBC” means the Socially and Educationally Backward Classes referred to in Clause (e) of Section 2 of the Orissa Reservation of Posts and Service (for Socially and Educationally Backward Classes) Act, 2008 (Orissa Act 6 of 2009);
- (i) “Service” means the Odisha Panchayati Raj Service;
- (j) “Sportsperson” means person who has been issued with identity card as sportsmen by the Director, Sports as per Resolution No. 24808/Gen. dated 18th November 1985 of General Administration Department; and
- (k) “Year” means the Calendar Year.

(2) All other words and expressions used in these rules but not specifically defined shall, unless the context otherwise requires, have the same meaning as respectively assigned to them in the Odisha Service Code.

**3. Constitution of Service:-** The Service shall consist of the following grades of posts, namely:—

- (a) Gram Panchayat Development officer;
- (b) Additional Block Development Officer;
- (c) Sub-Divisional Panchayat Development Officer;
- (d) District Panchayat Officer;
- (e) Deputy Director; and
- (f) Joint Director.

## PART II

### METHODS OF RECRUITMENT

**4. Methods of recruitment:-** Subject to other provisions made in these rules, the Recruitment to the Posts in the service shall be made by the following methods, namely:-

- (1) Recruitment to the posts of Gram Panchayat Development Officer shall be made by way of,
  - (a) Direct recruitment through the competitive examination to be held by the Odisha Staff Selection Commission; and
  - (b) Promotion from amongst the Panchayat Executive Officers.

- (2) (i) Appointment to the post of Additional Block Development Officer shall be by way of promotion from amongst the Gram Panchayat Development Officers;
- (ii) Appointment to the post of Sub-Divisional Panchayat Development Officer shall be by way of promotion from amongst the Additional Block Development Officers;
- (iii) Appointment to the post of District Panchayat Officer shall be by way of promotion from amongst the Sub-Divisional Panchayat Development Officers;
- (iv) Appointment to the post of Deputy Director shall be by way of promotion from amongst the District Panchayat Officers; and
- (v) Appointment to the post of Joint Director shall be by way of promotion from amongst the Deputy Directors.

**5. Reservations:-** Notwithstanding anything contained in these rules reservation of vacancies or posts, as the case may be, for-

- (a) Scheduled Castes and Scheduled Tribes shall be made in accordance with the provisions of the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made there under;
- (b) SEBC, women, sportsmen, Ex-servicemen and Persons with Disabilities shall be made in accordance with the provisions made under such Act, rules, orders or instructions issued in this behalf by the Government from time to time.

### **PART III**

#### **DIRECT RECRUITMENT**

**6. Recruitment Procedure:-** (1) As nearly as but not more than 50% of the post of Gram Panchayat Development Officer in the service shall be filled up by way of competitive examination to be held once a year.

(2) The competitive examination shall be conducted by the Commission. The date on which and the places at which the examination are to be held shall be fixed by the Commission.

(3) The standard, syllabus and subjects of examination shall be as decided by the Commission.

(4) In the month of January each year, the P.R. & D.W. Department shall communicate the existing vacancies and anticipated vacancies likely to occur during the year to be filled up by way of direct recruitment to the Commission, indicating the posts to

be reserved for candidates belonging to different reserved categories as specified under rule 5.

(5) The Commission shall, on receipt of the vacancies from the Government in Panchayati Raj & Drinking Water Department, publish the advertisement in their notification and in two widely circulated Odia Dailies, inviting applications from the candidates eligible to appear at the written examination.

**7. Eligibility criteria for Direct Recruitment:-** In order to be eligible for direct recruitment, a candidate shall have to satisfy the following conditions, namely:-

**(1) Nationality:-** A candidate must be a citizen of India;

**(2) Age Limit:-** A candidate must have attained the age of 21 years and must not be above the age of 32 years as on 1st day of January of the year in which recruitment is made:

Provided that the upper age limit in respect of reserved categories of candidates referred to in rule 5 shall be relaxed in accordance with the provisions of the Act, rules, orders or instructions, for the time being in force, for their respective categories.

**(3) Knowledge in Odia:-** He must be able to read, write and speak Odia; and have,

- (i) passed Middle School examination with Odia as a language subject; or
- (ii) passed Matriculation or equivalent examination with Odia as medium of examination in non-language subject; or
- (iii) passed in Odia as language subject in the final examination of Class VII from a school or educational institution recognized by the Government of Odisha or the Central Government ;or
- (iv) passed a test in Odia in Middle English School Standard conducted by the School and Mass Education Department.

**(4) Marital Status:-** A candidate if married must not have more than one spouse living:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person or there are other grounds for doing so, exempt any person from the operation of this rule.

**(5) Minimum Educational Qualification:-** The minimum educational qualification of the candidate must be a Bachelor Degree in any discipline with knowledge of computer skill.

**(6) Physical Fitness:-** A candidate must be of good mental condition, bodily health and free from any physical defect or bodily infirmity likely to interfere with the discharge of his duties in the service. A candidate, who after such medical

examination as the Government may prescribe, is not found to satisfy these requirements, shall not be appointed to the service. A fitness certificate from the Competent Authority shall be produced by the candidate to this effect at the time of joining in the service.

## **PART IV PROMOTION**

**8. Eligibility Criteria for Promotion:-** The eligibility criteria for Promotion to different grade shall be as mentioned below –

- (1) Gram Panchayat Development Officer-**As nearly as but not less than 50% of the post of Gram Panchayat Development Officer shall be filled up by way of promotion from the eligible Panchayat Executive Officers who have completed ten years of continuous service as such and successfully undergone basic Training Course and passed the Departmental Examination, if any, as on the 1st day of January of the year in which the Committee meets.
- (2) Additional Block Development Officer-**The post of Additional Block Development Officer shall be filled up by way of promotion from the eligible Gram Panchayat Development Officers who have completed seven years of continuous service as such and successfully undergone basic Training Course and passed the Departmental Examination, if any, as on the 1st day of January of the year in which the Committee meets.
- (3) Sub-Divisional Panchayat Development Officer-**The post of Sub-Divisional Panchayat Development Officer shall be filled up by way of promotion from the eligible Additional Block Development Officers who have completed five years of continuous service as such as on the 1st day of January of the year in which the Committee meets.
- (4) District Panchayat Officer-**The post of District Panchayat Officer shall be filled up by way of promotion from the eligible Sub-Divisional Panchayat Development Officer who have completed five years of continuous service as such as on the 1st day of January of the year in which the Committee meets.
- (5) Deputy Director-**The post of Deputy Director shall be filled up by way of promotion from the eligible District Panchayat Officer who have completed two years of continuous service as such as on the 1st day of January of the year in which the Committee meets.

**(6) Joint Director-**The post of Joint Director shall be filled up by way of promotion from the eligible Deputy Director who have completed one year of continuous service as such as on the 1st day of January of the year in which the Committee meets.

**9. Constitution of Committee:-** (1) There shall be constituted a Departmental Promotion Committee consisting of the following members to consider the cases of promotion to different grades in the service; namely:-

(i) For Group 'A' –

- |  |                    |
|--|--------------------|
| (a) Additional Chief Secretary or Principal Secretary<br>or Commissioner-cum-Secretary to Government | ...Chairman        |
| (b) Director, Panchayati Raj   | ...Member          |
| (c) Additional Secretary to Government   | ...Member          |
| (d) Joint or Dy. Secretary to Government   | ...Member-Convenor |

(ii) For Group 'B' –

- |   |                    |
|---|--------------------|
| (a) Director, Panchayati Raj  | ...Chairman        |
| (b) Additional Secretary or Joint Secretary or<br>Dy. Secretary to Government | ...Member-Convenor |
| (c) Representative of ST & SC Dev Deptt.                                      | ...Member          |

(2) The recommendation of the Committee shall be valid for one year and can be acted upon notwithstanding the absence of any one of its members other than the Chairman:

Provided that the member so absents was duly invited to attend the meeting of the Committee and the majority of members of the Committee attended the meeting.

**10. Procedure for Selection by the Committee:-** (1) The Committee shall meet at least once in every year preferably in the month of January to prepare a list of officers, as are held by them, suitable for promotion to the next higher grade taking into account the existing vacancies and the anticipated vacancies of the year.

(2) The Committee, while considering the promotion cases of eligible Officers or employees and preparation of the list, shall follow the provisions of,

- (a) the Odisha Reservation of Vacancies in Posts and Services (for Scheduled Castes and Scheduled Tribes) Act, 1975 and the rules made thereunder;
- (b) the Odisha Civil Services (Zone of Consideration for Promotion) Rules, 1988;
- (c) the Odisha Civil Services (Criteria for Promotion) Rules, 1992; and

(d) the Odisha Civil Services (Criteria for Selection for Appointment including Promotion) Rules, 2003.

**11. Consultation with the Odisha Public Service Commission:-** (1) The recommendations of the committee shall be referred to the Odisha Public Service Commission for concurrence along with a list of all eligible candidates, including those who have not been recommended together with the service particulars relating to their field experience.

(2) The Odisha Public Service commission shall consider the list along with the service particulars received under sub-rule (1) and shall furnish its recommendations to the Government.

**12. Select List:-** (1) The recommendations of the Odisha Public Service commission in respect of reference made to it under sub-rule (1) of rule 11 shall after being approved by Government form the select list.

(2) The lists referred to under sub-rule (1) shall ordinarily be in force for a period of one year from the date of its approval by the Government or until another select list is prepared afresh whichever is earlier.

(3) Appointment to any post in the service shall be in the order in which their names appear in the select list.

## **PART V**

### **OTHER CONDITIONS OF SERVICE**

**13. Probation and Confirmation:-** (1) Every person appointed to any post or grade in the service by direct recruitment shall be on probation for a period of two years and when appointed on promotion shall be on probation for a period of one year from the date of joining the post:

Provided that the appointing authority may, if think fit in any case or class of cases, extend the period of probation:

Provided further that such period of probation shall not include:-

- (a) extraordinary leave;
- (b) period of unauthorized absence; and
- (c) any other period held to be not being on actual duty.

(2) The appointment of a probationer may for good and sufficient reasons to be recorded in writing, be terminated by Government at any time without previous notice during the period of probation including extension of such period, if any, and after such termination, the employee shall deem to be reverted to his former post, if he is a promotee.

(3) A probationer after completing the period of probation to the satisfaction of Government shall be eligible for confirmation subject to the availability of substantive vacancy in the service.

**14. Training and Departmental Examination:—** Every person appointed to the entry grade service shall, within the probation period, undergo Basic Training Course or to pass departmental examination, as may be prescribed, by the Government from time to time.

**15. Inter-se-seniority:—** The *inter-se-seniority* of Officers or employees in a particular recruitment year shall be in the following order and in each category the *inter-se-seniority* shall be determined in the following manner:-

- (i) Promotee officers shall be ranked *inter-se* in the order of their dates of appointment to the service; and
- (ii) Direct Recruit officers shall be ranked *inter-se* in the order in which their names appear in the merit list prepared by the Odisha Staff Selection commission.

**16. Other conditions of service:—** The conditions of service with regard to the matters not covered by these rules shall be the same as are or as may from time to time be prescribed by the State Government.

## PART VI

### MISCELLANEOUS

**17. Relaxation:—** When it is considered by the Government that it is necessary or expedient so to do in the public interest, it may, by order, for reasons to be recorded in writing, relax any provision of these rules in respect of any class or category of the employees in consultation with the Commission.

**18. Interpretation:—** If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the State Government whose decision thereon shall be final.

**19. Power to issue Instructions:—** The Government may also issue instructions not inconsistent with the provisions of these rules as they may consider necessary to regulate the matters not specifically covered by the provisions of these rules.

By Order of the Governor  
SUSHIL KUMAR LOHANI  
Principal Secretary to Government